



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: November 4, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement November 9, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, November 23, 2016**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM II

Benefits Administrator
Bureau of Personnel Management
Office of Finance & Administration
Springfield

Attachments
41318

Technical Applications (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Wednesday, November 23, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Technical Manager II

Salary Range: \$4,105 - \$7,315

Position Title: Benefits Administrator

Union Position: ☒ Yes ☐ No

Position Number: PW412-23-40-303-41-01

IPR#: 41318

Office/Central Bureau/District/Work Address:

Office of Finance & Administration/Bureau of Personnel Management/2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is responsible for assisting in the administration of departmental benefits programs. This includes Deferred Compensation, State Employees' Retirement System and Group Insurance.

Special Qualifications:

Desired:

- Knowledge, skill and mental development equivalent to completion of four years of college preferably with major courses in business, political science, sociology and public administration
- Two years' experience in public or business administration, insurance, retirement and deferred compensation
- Ability to work under ridged time constraints while maintaining accuracy of work product
- Ability to maintain harmonious relationships with employees, agency officials and the general public
- Ability to plan, organize and execute administrative program requirements
- Strong oral and written communication skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	January 23, 2012	POSITION:	Benefits Administrator
APPROVED BY:	<i>Dianna Taylor</i>	OFFICE/DIVISION:	Finance & Administration/Bureau of Personnel Management
CODE:	PW412-23-40-303-41-01	REPORTS TO:	Benefits Coordinator

Position Purpose

This position is responsible for assisting in the administration of departmental benefits programs. This includes Deferred Compensation, State Employees' Retirement System and Group Insurance.

Dimensions

Group Insurance Transactions:	4,000
Total Departmental Employees	5,523

Nature and Scope

This position reports to the Benefits Coordinator. There are no subordinates that report to this position.

This position operates within a service environment and assists in providing benefits related support to department employees. The incumbent is responsible for being knowledgeable of the policies, rules and regulations for the programs s/he administers. The applicable programs include Deferred Compensation, State Employees' Retirement System (SERS), and Group Insurance.

Typical problems faced by this position involve meeting payroll deadlines for deferred compensation, group insurance, and maintaining required documentation for all programs administered. The greatest challenge is to provide the best service in all program areas while meeting frequent payroll deadlines. An additional challenge is coordinating benefit changes with the Department of Central Management Services (DCMS) in an expedient manner.

The incumbent ensures that changes in Deferred Compensation elections are coordinated with the Deferred Compensation office within DCMS, while meeting payroll deadlines. The incumbent also serves as a liaison with the SERS to provide information to and enroll employees in SERS seminars. In addition, the incumbent will assist the Benefits Coordinator with Group Insurance which includes disseminating information to the department's fourteen group insurance liaisons, responding to questions of a routine nature and assisting with the maintenance of the Group Insurance Membership database. S/he is also responsible for resolving discrepancies between the group insurance data base and IDOT's payroll system. This position must stay abreast of CMS policy changes as they relate to federal healthcare legislation. These functions require the incumbent to have familiarity with program policies and procedures and require knowledge of how these programs are integrated into the mainframe payroll database.

The incumbent maintains contact with insurance representatives, retirement coordinators, and Deferred Compensation liaisons. S/He also responds to general inquiries from all departmental employees regarding various benefits. Externally, s/he maintains contact with DCMS, various statewide group insurance representatives, and the Deferred Compensation Division personnel in the performance of accountabilities.

The effectiveness of this position can be measured by the incumbent's ability to assist with the coordination and administration of various benefits programs.

Principal Accountabilities

1. Serves as Deferred Compensation representative for the department to ensure the integration of deferred compensation changes with the payroll system.
2. Assists with the coordination of information with SERS.
3. Assists with the administration of the Group Insurance Program in disseminating information to group insurance representatives and DOT employees.
4. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.